

## **RULES FOR REPORTING**

**Rules apply to all web-based annual reports, unless otherwise specified.**

1. The annual report due date is April 1. (Example: The 2003 report is due April 1, 2004.) If that date falls on a weekend or holiday, the annual report is due the following business day.

2. Electronic filing via the Public Service Commission of Wisconsin's web site is required unless additional provisional confidential treatment is desired. Go to the Commission's Web Page at <http://psc.wi.gov>, click on Telecommunications, click on Annual Report Programs and Worksheets, and click on 2003 Web Annual Report Program for ARW, CMR, CTV, and RES Providers. Each utility will receive a letter listing the annual report filing password for the utility. This password will be required to complete an annual report.

**3. Interexchange carriers (IXCs) and other selected entities, commercial mobile radio service (CMRS) providers, and cable television telecommunications service (CTV) providers** with no revenues for the report year are required to file the appropriate annual report.

**Certified resellers** with no revenues for the report year are required to file a reseller annual report. If the reseller intends to retain its Wisconsin intrastate certification, the reseller must also pay the \$100 fee (see item 13).

4. Unless otherwise indicated, the information requested in this report should be taken from the accounts and other records of the utility. A query or response concerning information contained in this report regarding any practice or transaction should not be construed as indicating conformity to pertinent regulations.

5. Please follow all instructions and answer each question fully and accurately. Provide additional information as necessary to avoid misunderstandings or misleading responses.

6. Wherever information is requested in a "note," please show that information in the space provided. Please use the space where necessary to fully explain particulars in the annual report.

7. Numeric items are limited to digits (0-9). Do not type commas when entering numbers. A minus sign "-" should be entered in the software program to indicate negative values. Negative values may not be allowed for certain entries in the annual report.

8. Please report all dollar amounts to the nearest thousand dollars.

9. This annual report should be complete in all respects. Unless otherwise authorized, avoid references to returns of former years or to other reports.

**10. Annual reports filed by interexchange carriers (IXCs) and other selected entities, commercial mobile radio service (CMRS) providers, and resellers (RES)** do not contain capability for electronically filing any portion of the report on a confidential basis, based on the Commission's respective "Information Regarding Confidential Filings" documents dated February 24, 2003.

The **CTV** annual report program electronically provides provisional confidential treatment for the following items, based on the Commission's "Information Regarding Confidential Filings" document dated February 24, 2003:

Franchise Information

- a. Number of cable customers by Federal Communications Commission (FCC) franchise area;
- b. Cable TV Service Revenue by franchise area;
- c. Telecomm. Service Revenue by franchise area;
- d. Subtotal Revenue by franchise area;
- e. Other Revenue by franchise area; and
- f. Total Revenue by franchise area.

If additional provisional confidential treatment is desired, please contact the Commission concerning required manual filing procedures. In this situation, do not file the annual report electronically.

11. It is not necessary to file a hardcopy printout with the Commission unless the latter is required for other purposes (e.g., manual filing requesting additional confidential treatment).

12. Edit Checks; Submitting the Completed Report:

Program edit checks will run when the annual report is submitted. If the edit checks find a missing or incorrect item, an appropriate message will be displayed by the item. The user must correct all items before the report can be submitted.

After a report is successfully submitted, a confirmation page will appear. Users should print this page as proof of filing. Users will not receive any further notification unless there are any problems with the annual report filing.

**13. Resellers Only:** Do I Have to Send in a \$100 Fee to the Commission?

YES, if Total Assessable Revenues for Remainder and Telephone Relay Assessment Purposes of your annual report is less than \$200,000 (i.e., \$200 in 000's) (and you intend to continue your reseller certification in Wisconsin).

Check or money order should be payable to the "Public Service Commission of Wisconsin," in the amount of \$100. Please write your utility identification number on the check or money order and send it, along with the annual report submission confirmation page, to the Commission by April 1.

Mailing Address:  
Public Service Commission of Wisconsin  
P.O. Box 7854  
Madison, WI 53707-7854

Courier Address:  
Public Service Commission of Wisconsin  
610 N. Whitney Way  
Madison, WI 53705-2729

NO, if the above-referenced assessable revenues are \$200,000 (i.e., \$200 in 000's) or more. No check is required and your company will be billed in the fall for the Commission's remainder assessment and the telephone relay assessment.

#### 14. Name Changes:

If a name change (i.e., the new name, the date of the change, and the affected entities with their respective four-digit Commission identification numbers) is identified in the Annual Report Notes field, documents from the State of Wisconsin Department of Financial Institutions (DFI) also must be submitted to the Commission:

A domestic corporation should send a copy of the stamped page from its Articles of Amendment as filed with DFI. A foreign corporation should send a copy of their Amended Certificate of Authority as issued by DFI.

These documents can be obtained by:

1. Calling DFI at (608) 261-7577;
2. Contacting DFI on the web at <http://wdfi.org>; or
3. By writing to DFI at P.O. Box 7846, Madison, WI 53707-7846.

A name change is not effective in the Commission's records until a separate notification letter is sent to the Commission including documentation to confirm registration of that change with the State of Wisconsin Department of Financial Institutions.

#### 15. Changes to the Annual Report Subsequent to Filing:

If a user needs to file revisions to the report subsequent to an electronic filing with the Commission, the user must fill out another annual report using the web site. Data from previously-filed annual reports will not be available for editing.

Revisions to an annual report previously filed on a manual basis also require a new complete manual filing.